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Office Memorandum • UNITED STATES GOVERNMENT

25X1A9a TO : Mr [REDACTED] Deputy Services Officer

DATE: 4 February 1949

FROM : Chief, Property Control Division

SUBJECT: Report of Operations - Month of January 1949

1. Problems Encountered: This office has contemplated revising several property procedures which are presently in effect, however, no action has been taken as of this date pending a Management survey of the entire property control and supply procedures within CIA.

2. Major Accomplishments:

a. During the past month this office has prepared (1) flow charts which, it is proposed, will eliminate duplication of paper work with respect to issue documents covering issues of expendable and non-expendable items from stock; (2) proposed forms which will rescind several established property forms; (3) six proposed methods of accounting for Agency property. Proposals indicated above will be explained to Management survey teams which, it is believed, will solve many questions pertinent to property records maintained within CIA for controlling Agency property.

b. As a result of the Property Utilization Program the total monetary value of property returned to stock during the month of ~~February~~ 1949 is \$24,981.35.
JANUARY

3. Agency Assets:

a. Non-Expendable Property in Stock and In Use	\$6,462,336.00
b. Expendable Stock Items	722,599.00
c. Real Property	127,504.00
Total Assets . . .	\$ 7,312,439.00

d. The monetary value of property indicated above does not include:

(1) Non-expendable property utilized by the Office of Special Operations for operational activities within the Washington area and housekeeping and operational activities outside the Washington area.

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4. Work Performance:

a. Control Section:

- (1) Vouchers posted and audited 710
- (2) Identification Control Cards posted 569

b. Audit and Inspection Section:

- (1) Property Accounts audited 2
- (2) Supply Accounts audited 1
- (3) Number of Damaged Property Investigations . . . 3
- (4) Number of Accident Investigations 4

c. Survey and Clearance Section:

- (1) Survey Reports processed to Board 7
 - (a) Relieved 6
 - (b) Action deferred 1
- (2) Property Clearances Issued 61
- (3) Property Passes Issued 2



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